

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:				TELEPHONE	NO.
					DATE
TO	ROOM NO.	DATE	OFFICER'S INITIALS	TELEPHONE	COMMENTS
1.		25X1A9a			<p>I think you may be interested to know that we now have a Basic Tradecraft Manual available for use in and outside CTR. The bibliography on pages 124 to 129 is of interest to us all, but a glance at the Preface, Table of Contents and quick thumb-thru of the contents will give you an idea of its possible usefulness to your office.</p> <p>We have needed such a manual for years, but despaired of finding the time to draft it until [REDACTED] 25X1A9a of the Intelligence School came up with this one, practically single-handed, "in addition to his other duties"! He's had valuable help from instructors in the Operations School and from various sources in the Clandestine Services and will welcome suggestions from all toward the printing of a second edition.</p> <p>[REDACTED] 25X1A9a</p> <p>MATTHEW BAIRD Director of Training</p>
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28 June - Mrs. [REDACTED] says OK to distribute [REDACTED] that Mr. Baird's memo has gone out.

30 copies sent to [REDACTED] with memo

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